

RECORD KEEPING COSTS

Source: Records Engineering Inc. (In conducting GSA Survey, Feb. 1954)

Cost to Microfilm 16,000 pieces of paper	\$240.00
Cost for one year to store 16,000 pieces of paper in Records Center for one year.	3.60
Cost to store one piece of paper one year in Records Center00022
Cost to Microfilm one piece of paper025

Source: Second Hoover Commission, January 1955

Cost to microfilm 16,000 pieces of paper - \$320 (\$20 per 1,000 pieces, or \$.02 each)	
Cost to store 16,000 pieces of paper in Records Center for one year - \$ 4.80 (\$.0003 per piece of paper).	
Cost to Microfilm one piece of paper	\$.02

Source: Agency Experience, 1957-1958

Office

Equipment and space costs to store 16,000 pieces of paper for one year in office space, based on \$352 for four drawer safe and \$30 for 8 sq. ft. of floor space - \$382 (2.4¢ per piece of paper)

Records Center

Equipment and space costs to store 16,000 pieces of paper in Records Center one year - \$10.64 (\$.0007 (7/10 mill) per piece of paper.)

Reference and maintenance costs (personnel) to store one piece of paper in the Records Center - \$.005